



APPLICATION FOR APPROVAL OF REAL ESTATE APPRAISER CONTINUING EDUCATION COURSE PROVIDER

State Form 45665 (R3/2-03)
Approved by State Board of Accounts, 2003

REAL ESTATE APPRAISER LICENSURE
AND CERTIFICATION BOARD
302 W. Washington St., Rm. E034
Indianapolis, IN 46204-2700

FEE: \$250.00

Date of application

NAME AND ADDRESS OF COURSE PROVIDER

Name of course provider

Business telephone number

Address (number and street, city, state, ZIP code)

COURSE PROVIDER (Check one)

- | | |
|--|---|
| <input type="checkbox"/> College or university | <input type="checkbox"/> Proprietary school |
| <input type="checkbox"/> Community or junior college | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Real estate appraiser or real estate related organization | <input type="checkbox"/> Provider approved by the Appraiser Qualification Board of the Appraisal Foundation |
| <input type="checkbox"/> State or federal agency or commission | |

COURSE OFFERINGS

The following courses will be offered, covering real estate appraisal and related topics which are consistent with the requirement of 876 IAC 3-5-1:

- | | |
|--|---|
| <input type="checkbox"/> Ad valorem taxation | <input type="checkbox"/> Property development |
| <input type="checkbox"/> Arbitrations | <input type="checkbox"/> Real estate appraiser (<i>valuations or evaluations</i>) |
| <input type="checkbox"/> Business courses related to real estate appraisal | <input type="checkbox"/> Real estate financing and investment |
| <input type="checkbox"/> Construction estimating | <input type="checkbox"/> Real estate law |
| <input type="checkbox"/> Ethics and standards of professional practice | <input type="checkbox"/> Real estate litigation |
| <input type="checkbox"/> Land use, planning, zoning and taxation | <input type="checkbox"/> Real estate appraiser - related computer applications |
| <input type="checkbox"/> Litigation | <input type="checkbox"/> Real estate securities and syndication |
| <input type="checkbox"/> Management, licensing, brokerage and timesharing | <input type="checkbox"/> Real property exchange |

CLASSROOM HOUR OF INSTRUCTION / CREDIT

The classroom hour of instruction is fifty (50) minutes of each sixty (60) minute hour segment; and credit toward the classroom hour requirement will only be granted when the length of the educational offering is at least two (2) hours.

TEACHING SYLLABUS

Attach: detailed teaching syllabus

WRITTEN EXAMINATION - UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE

Courses covering the Uniform Standards of Professional Appraiser Practice shall include written examination upon completion.

COURSE RECORDS

Pursuant to 876 IAC 3-5-3, records of students who complete the course will be retained for a period of five (5) years, including:

1. attendance records;
2. examination score records (*if applicable*); and
3. duplicate copies of completion certificates.

COURSE COMPLETION CERTIFICATE

Attach: certificate to be issued to students successfully completing course

(See reverse side)

ADVERTISING

Advertising, promotional material brochures, and / or registration forms will not indicate that the real estate appraiser course provider is endorsed, recommended, or accredited by or affiliated with the board; nor indicate that any course, review course, or supplemental course of instruction has the approval of the board.

COURSE PROVIDER RENEWAL

It is understood that the approval of real estate appraiser continuing education course provider expires in January of an even-numbered year; and to obtain renewal of continuing education course provider approval, a request, along with the renewal fee of \$250.00, must be submitted to the board by November 30, of the preceeding odd-numbered year.

CERTIFICATION

I (we) the undersigned, submit this application in conformance with 876 IAC 3-5 pertaining to real estate appraiser continuing education course approval. I (we) understand that any violation of the license law or rules on my (our) part will subject me (us) to loss of approval.

I (we) further certify that to the best of my (our) knowledge, the information given in this application is true and correct.

STATE OF _____ }
COUNTY OF _____ } SS:

Signature of principal, officer or director of course	Signature of Notary Public	
Printed or typed name and title of principal, officer or director of course	Printed or typed name of Notary Public	
Date subscribed and sworn to Notary Public	County of residence	Date commission expires

Application approved	Date
Application denied	Date
Application tabled	Date